APPENDIX - II

QUESTIONNAIRE ON INDUSTRIAL RELATIONS - GENERAL

Name of the unit:
Location: Date:

I. Factual position:
   i. Name of the factory:
   ii. Nature of production:
   iii. No. of workers employed:
       Permanent:
       Badli:
       Temporary:
       Probationers:
       Apprentices:
   iv. No. of shifts:

II. Present management policies to keep the labour contented:

   A. Wage policy and amenities:
      1. Wage policy (including dearness allowance and bonus):
      2. Housing:
      3. Medical and educational facilities:
4. Recreational facilities:

5. Canteen and subsidised benefits in kind:

6. Thrift, credit and other cooperative societies:

7. Old age benefits or any other cash benefits:

8. Employer and employee attitude towards leave taken by workers:

B. Method of recruitment:

1. Selection, training, placement, promotion, job evaluation, time and motion study and T.W.I. (whether union consulted):

2. Preference to blood relations of employees, if any:

III. Industrial relations:

A. Industrial relations department:

1. Whether there is any separate department to deal with industrial relations and if so, the personnel of the department, its status in the organisational chart (specify whether personnel department is separate from welfare department):

2. The detailed functions of the department (e.g., whether it is the function of the department to charge-sheet, hold inquiries, appear before conciliation officer or participate in joint consultations. If so, which officer does the job):
3. Effectiveness and success of the industrial relations departments:

4. Grievance procedure, if any:

5. Standing orders, if any:

B. Joint councils (including workers' participation in management):

1. What sort of joint consultation machinery is in vogue?

2. Whether the machinery is the result of legislation or voluntary and since when functioning?

3. Constitution and functions of the machinery (specify how representative are drawn):

4. Achievements of the machinery (How many times they have met for last two years and what problems have been solved and to what extent recommendations are accepted by the management)?

C. Relations with trade unions:

1. No. of unions, membership, affiliations and whether any union recognised and any facilities provided:

2. Extent of negotiations with unions and constitution of unions in maintaining good relations and better production (specify also any change in the attitude of workers or management after formation of unions):
D. Conciliation, arbitration and adjudication during last five years:

1. Total number of disputes referred to and decided by:
   a. Conciliation:
   b. Arbitration:
   c. Tribunal:

2. Extent of improvement or deterioration in industrial relations by resort to the above machinery:

3. Whether any drawbacks noticed and any improvements in the machinery suggested:

4. Preference for the voluntary negotiation or collective bargaining or litigation, why?

E. Strikes and lockouts:

1. Number of strikes and lockouts in the last 5 years, with causes and results, mandays lost and workers involved:

2. Instances of assaults, intimidation, use of abusive language or unfair labour practices:

3. Any change in attitudes towards strikes and lockouts after independence?

F. Others:

1. Suggestion schemes and incentive schemes, if any:
2. Acceptance of code of discipline and tripartite decisions, if any:

3. Health and safety measures and workers' reactions:

4. Attitude of workers and employers towards statutory schemes like E.S.I. and Provident Fund etc.:

5. Media of communications between employers and employees, if any (e.g. house magazine):

6. Suggestions for improvement in the existing industrial relations?

7. Whether any attempt is made to link wages with productivity:

8. What are the fringe benefits and labour welfare activities for the work force in the unit?:

9. What do the workers think of the public sector?: